

**WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES**  
**Division of Health Care Financing**  
**1 W. Wilson St.**  
**Madison WI 53702**

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To: FoodShare Wisconsin Handbook Users

From: Jim Jones, Director  
Bureau of Eligibility Management

Re: **FS Handbook Release 06-01**

Release Date: 03/01/06  
Effective Date: 03/01/06

**EFFECTIVE  
DATE**

The following policy additions or changes are effective 03/01/06, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

**UPDATED  
SECTIONS  
OVERVIEW  
POLICY  
CHANGES**

The following sections were edited in this release: **1.2.6.3; 2.1.3.4; 2.1.5; 3.13.1.2; 3.15.1; 4.3.3; 4.3.4.2; 4.6.4.4; and 8.3.5**

**1.2.6.3**

Shelter/Utility Expense – Clarified the 17<sup>th</sup> and 19<sup>th</sup> bullet point. 17. Documented phone contact with landlord or utility **company**. 19. **Homeowner's** insurance policy or billing statement.

**2.1.3.4**

**Any responsible adult FS AG member or a households' authorized representative may sign the FS application and/or review.**

**Example: Eve applies and sets the filing date for FS. Jule, Eve's roommate, who is also an adult, completes the intake interview and signs the CAF. The FS application is valid without Eve's signature on the CAF because Jule is a responsible adult AG household member.**

**2.1.5**

For applications, changes that occur between the filing date and the intake interview date must be acted on as part of the application. Changes that ~~occur or~~ are reported after the interview, whether or not the case has been processed, must be acted on in the same manner as any other reported change.

If information is reported during the 30-day application processing period that would cause a FS application to be denied **for both the initial month and month two**, and the denial is confirmed in CARES, a new application is required. **In situations that result in denial of benefits for the initial month and certification for the month two, a new application would not be required.**

**3.13.1.2**

~~If the group fails to provide an SSN or fails to apply for an SSN, review the good cause exceptions. Deny FS benefits for the baby if the AG refuses to provide an SSN for the baby.~~

**If the household is unable to provide proof of application for an SSN for a newborn, the household must provide the SSN or proof of application at its next recertification or within 6 months following the month in which the baby is born, whichever is later. If the household is unable to provide an SSN or proof of application for an SSN at its**

**3.13.1.2 Cont.** next recertification within 6 months following the baby's birth, review good cause exceptions. Deny FS benefits for the baby if the AG refuses to provide an SSN for the baby without good cause.

**3.15.1** 7. Is a single parent enrolled in an institution of higher education on a full-time basis (as determined by the institution) and is ~~responsible for the~~ **exercising care and control** of a dependent food unit member under the age of 12. To apply this provision there must be only one biological or adoptive parent, or stepparent in the same food unit as the child. If there is no biological or adoptive parent or stepparent living with the child, another full-time student living with the child may qualify as an eligible student under this provision if the student has parental control of the child and does not live with his or her spouse.

**4.3.2.1** ~~13. Contractual Pay. Contractual income guidelines usually apply to teachers and other school employees. Contractual income which is received from employment covered by an annually renewed contract are averaged over a 12 month period, even if wages are only paid during the work period. Average the income even if predetermined non-work periods are in the contract, such as vacations or sabbaticals. Contract income that is not the food unit's annual income is averaged over the period the income is intended to cover.~~

~~Example: Sara is a student and works part time. She enters into a contract with head of the chemistry department to do the bibliography and annotations on his latest book for the sum of \$800.00. Under the terms of the contract, Sara must complete the work within three months. Pro-rate the \$800.00 in income over three months.~~

Number 14 has also been combined with the revised number 13.

**13. Contractual Pay.** Contractual income that is the food units annual income (intended to provide support for the entire year), and is not paid on an hourly or piece work basis, should be prorated over 12 months. Contractual income that is not the food units annual income (intended to provide support for the HH for only a portion of the year), and is not paid on an hourly or piece work basis, shall be prorated over the period the income is intended to cover.

**Example 1: Joe works for public school as a Teacher's Aide. Joe's worked there for the last 3 years and receives a 9 ½ month contract every August, he earns 13,480.50 annually. He lives off his salary as a Teacher Aid for the full year and does not supplement his income during the summer, average his income over 12 months =1,123.40.**

**Example 2: Nancy works for the public school as a nurse part-time. She receives a contract for 9 ½ months every August. In the summer she supplements her income with a job at the Girl Scout campgrounds in the first aid tent. Average Nancy's school income over 9 ½ months because her contract income is not her annual income.**

~~14.~~ Income from piecework or hourly work is not contractual income. Do not treat it as such.

**4.3.3** This chapter was rewritten. No policy was changed.

**4.3.4.2** Veterans Benefits  
Exclude VA aid and attendant ~~payments~~ **and homebound allowances** if:

The payment is used for the intended purpose.

**Disregard aid and attendance and housebound allowances received by veterans, spouses of disabled veterans and surviving spouses.**

**4.6.4.4**

Clarification was made regarding the "Treatment of Medical Expense Deductions for Medicare Prescription Drug Discount Cardholders".

**The following policy refers to the Medicare-Approved Drug Discount Card discount and Transitional Assistance subsidy and not the Medicare Part D Prescription Drug Coverage. Under Medicare Part D, only unreimbursed out-of-pocket expenses for prescription drugs are considered when determining a HH's medical expense deduction.**

**7.2.1**

Several card status codes will be added to the EBT system. When EBT customer service representatives cancel a card as lost, stolen or damaged but do not issue a replacement card, the following card status codes should be use:

22 = Lost; No replacement card issued

33 = Damaged; No replacement card issued

44 = Stolen; No replacement card issued

If local agency staff calls EBT customer service to cancel a card, they should request that the customer service representative use the 08 status code to cancel the card. This identifies that the local agency made the request rather than the cardholder.

**8.3.5**

~~Self-employment income is income earned directly from one's own business rather than as an employee with a specified salary or wages from an employer.~~

The **CWW Self-Employment page** CARES screen AFSE for example 2 would look like this

~~Uncertain Self-Employment Income~~

~~Self-employment income, by its very nature is somewhat uncertain. Use of SEIRFs and/or IRS forms to determine monthly average income takes this into consideration.~~

~~Royalty and rental income~~

~~Royalty income is always unearned.~~

~~Rental income is earned only if the owner actively manages the property 20 hours or more per week. CARES will budget self-employment income from rental property as earned income if the property is self-managed 80 or more hours per month. If the monthly hours entered are less than 80, the income will be treated as unearned income even if the self-managed switch is "Y".~~

**A SEIRFs or Tax Forms flowchart was added at the end of this chapter.**